

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, March 1, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, David Rogers and Rick Heh

Town Staff: RaMona Sheppard and Brian Bigelow

Public: Ruth Miller (MMCTV), Bill West, Katie Robinson, Marty Baslow, Elizabeth Baslow, Wayne Russin, Charles VanWinkle, Aiana Rose Roxas, Albert Abdinoor, Alexis Karner, Alex, Karner, Cynthia Seybolt, Carolyn Gregson, Penny Miller, Peter Duval and Kyle Koenig

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. No adjustments to agenda. Chair noted he had information to address under Member Items.

6:01 p.m. Public Comment Period. None

6:02 p.m. Marty Baslow (WC037) re: Warner Creek: Marty Baslow owns property adjacent to the Warner Creek Extension subdivision. Access to his property (WC037) is over a right-of-way through property owned by Alex and Alexis Karner (WC024) and Albert Abdinoor and Aiana Rose Roxas (WC022). The developer appears to have not adhered to the approved plans and permits (state and local) on those properties and the changes impact Baslow's property. Baslow provided copies of photographs regarding stormwater. Additionally property owners Kyle Koenig (WC023) and Bill West and Katie Robinson (WC021) expressed concerns about impacts on their properties if permits and approvals were not adhered to.

Selectboard consensus is to have Town Consul become involved. Interim Zoning Administrator to research file and make contact.

6:32 p.m. Old Business

PZA Position Vacancy Status/Update: Planning Commission representatives Cynthia Seybolt (Chair) and Carolyn Gregson and Development Review Board representatives Charles VanWinkle (Chair) and Penny Miller discussed thoughts and options about the draft job descriptions with the Selectboard. The primary distinction between the drafts is whether the Planning Coordinator and Zoning Administrator positions are separate (referred to as the 'Westford model') or have the positions combined (PZA model) plus a Zoning Assistant in a supervisor/subordinate structure. Peter Duval also provided comment.

Cliff Peterson moved to proceed with the 'Westford model' job descriptions (dated 2/26/2016) for the positions. Rick Heh seconded and the motion passed 2-1 with Rick Heh voting in the minority.

Cynthia Seybolt offered to provide additional wordsmithing on the documents for further review prior to the March 15 Selectboard meeting.

7:26 p.m. New Business:

Cliff Peterson offers a resolution that the Selectboard extends its' sincere thanks to David Rogers for his contributions over the last three years to the Town of Underhill while serving on the Selectboard and that these thanks shall be memorialized in a Letter of Appreciation to be drafted by the Town

Administrator and further that the Chair shall more publicly share the expression of thanks on Front Porch Forum. Rick Heh seconded the resolution.

David Rogers commented that it has been an honor, not a duty, to serve the Town in this capacity.

The motion passed 2-0-1 with David Rogers abstaining.

7:30 p.m. Warrants and Minutes: The Selectboard reviewed and signed the current warrants.

Discussion of minutes of the February 23, 2016 Special Selectboard meeting. Draft minutes to be reviewed and voted on at March 15, 2016.

Cliff Peterson moved to edit the Albertini (PV109) Access Permit to reflect that it was passed by a 2-1 majority rather than unanimous. David Rogers seconded and the motion passed 3-0.

Cliff Peterson resolved that the Selectboard acknowledges receipt of the proposed list of posted roads for the 2016 Mud Season and approves the posting. Resolution passed by consensus.

7:38 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next meeting being held on March 15, 2016.

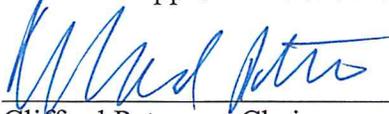
Member Items:

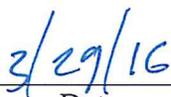
- Road ordinance amendment will be necessary related to the three way stop conditioned as part of the Albertini Access approval.
- Staff to invite the property owners of the Hill/Rawson proposed Boundary Line Adjustment to the March 15 meeting.
- Redrafted Town Contract to be available for review March 15.
- Selectboard training opportunity available March 12. Chair interested. Staff to advise new Selectboard member when Town Meeting results are available.
- David Rogers advised Board of result of meeting with Essex Rescue and UJFD personnel regarding the provision of Emergency services. Current proposal is budget neutral and would expand EMT coverage from 8 hours to 12 by having shifts that overlap. Additional meeting(s) to follow. Rogers to continue to represent the town and communicate with Selectboard.
- In response to a question raised at Town Meeting there was an editorial omission in the text of Article 3. The total (\$1,158,521) was correct but only two of the three components of that total were enumerated within the article. The third component was local agreement taxes in the amount of \$105,000. Chair to acknowledge the issue using Front Porch Forum.

7:53 p.m. Adjournment: On a motion made by David Rogers and seconded by Rick Heh the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Clifford Peterson, Chair


Date